

**SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
REGULAR PERSONNEL COMMISSION MEETING
1525 W. Highland Ave.
San Bernardino, CA 92411**

**MINUTES
June 8, 2022 at 5:30 p.m.**

A. PRELIMINARY FUNCTIONS:

1. Call to Order

The regular meeting of the Personnel Commission was called to order at 5:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members:

Ms. Valeria Dixon, Chairperson
Mr. Michael Salazar, Vice Chairperson
Mr. George Bohn, Member

Staff:

Ms. Irma Garcia, Personnel Director
Mrs. Tamara Booker, Personnel Analyst
Ms. Nersidalia Garcia, Secretary III

4. Approval of Agenda

Ms. Dixon moved to approve the agenda. Mr. Bohn second the motion. Ms. Dixon moved to amend the agenda and move Closed Session to after the Approval of Minutes. Mr. Salazar second the motion. Motion carried.

5. Approval of Minutes

Ms. Dixon moved to approve the minutes from the May 5, 2022, Regular Personnel Commission meeting. Mr. Salazar second the motion. Motion carried.

B. CLOSED SESSION:

The Commission adjourned to closed session at 5:32 p.m. to discuss:

Pursuant to California Government Code §54956.9 and §54957:

1. Consideration of legal matters coming within the purview of the attorney/client relationship.
2. Consideration of appointment, employment, dismissal, or evaluation of an employee.

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The Commission reconvened to open session at 6:26 p.m. and reported on the following action(s) taken in closed session:

Applicant #22-0602-01 - Appeal Denied
Applicant #22-0602-02 - Appeal Tabled
Applicant #22-0602-03 - Appeal Denied
Applicant #22-0602-04 - Appeal Granted

C. PUBLIC COMMENTS:

None

D. CONSENT ACTION ITEMS:

Ms. Dixon moved to approve Consent Action Items. Mr. Bohn second the motion. Motion carried.

E. ACTION ITEMS:

1. Maintenance Agreement for Canon Solutions America Inc. The cost is \$1,200.00 for fiscal year 2022-2023.
Ms. Dixon moved to approve Maintenance Agreement for Canon Solutions America Inc. Mr. Bohn second the motion. Motion carried.
2. CODESP Annual Membership. The cost is \$3,000.00 for fiscal year 2022-2023.
Ms. Dixon moved to approve the CODESP Annual Membership. Mr. Bohn second the motion. Motion carried.
3. Personnel Commissions Association of Southern California (PCASC) Annual Membership. The cost is \$100.00 for fiscal year 2022-2023.
Ms. Dixon moved to approve the Personnel Commissions Association of Southern California (PCASC) Annual Membership. Mr. Bohn second the motion. Motion carried.
4. California School Personnel Commissioners Association (CSPCA) Annual Membership. The cost is \$1,200.00 for fiscal year 2022-2023.
Ms. Dixon moved to approve the California School Personnel Commissioners Association (CSPCA) Annual Membership. Mr. Bohn second the motion. Motion carried.

In compliance with Government Code §54957.5, any public records, which can be disclosed, related to an open session item on the agenda that have been submitted to the Commission are available for public inspection in the Personnel Commission office during normal business hours, no sooner than 72 hours prior to the meeting. A copy of a previous month's agenda and attachments may be requested by email communication to the Director at any time.

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5. Patricia Barrett, Hearing Officer, for fiscal year 2022-2023. The recommended cost allotment of \$7,000.00.

Ms. Dixon moved to approve Patricia Barret to serve as the Hearing Officer for fiscal year 2022-2023. Mr. Bohn second the motion. Motion carried.

6. Personnel Commission Staff attendance to the 2022 NEOGOV Annual Conference on Wednesday, October 5, 2022, through Friday, October 7, 2022 at The Mirage, Las Vegas, NV. The conference and hotel cost not to exceed \$8,000.00.

Ms. Dixon moved to approve Personnel Commission Staff attendance to the 2022 NEOGOV Annual Conference. Mr. Bohn second the motion. Motion carried.

7. Water Service Delivery from Master's Water Company. The cost not to exceed \$300.00 for 2022-2023.

Ms. Dixon moved to approve the agreement for Water Service Delivery from Master's Water Company. Mr. Bohn second the motion. Motion carried.

8. Reclassification Study - Account Clerk I – recommended that the Account Clerk I position, held by Venkatesan Krishnamurthy, be reclassified to Account Clerk II, salary range 35. The recommended effective date is July 1, 2022.

Ms. Dixon moved to approve the reclassification recommendation. Mr. Bohn second the motion.

Ms. Irma Garcia briefly shared with the Commission a reclassification application was received from the Account Clerk I at the Special Education department. Staff met with the supervisors and the incumbent. Based on the information gathered, it was determined that the duties being performed are more complex. Staff recommends a reclassification of this position from Account Clerk I to Account Clerk II, which will provide approximately a 12% increase. Mr. Bohn inquired about retroactive pay since he has been performing the duties for a longer period. Ms. Irma Garcia stated that when recommending a reclassification process, retroactive pay is not an option as per Personnel Commission Rules. The reclassification recommended date is July 1, 2022.

Motion carried.

F. INFORMATION ITEMS AND REPORTS

1. Job Fairs:

Ms. Booker shared with the Commission information about recent job fairs. Staff participated during the High School Career Days with Cajon HS on May 26, 2022, and Pacific HS on May 27, 2022. Staff met with Students to share information about entry level opportunities and share the many avenues they can build careers within the school district.

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Our team also participated during the virtual Careering with a Cop on May 25, 2022 hosted by University of Phoenix. The virtual booth was set where visitors can move from booth to booth to meet with several law enforcement agencies. Staff shared information on the district's current recruitments related to School Police positions, such as Public Safety Dispatcher, Campus Security Officer I, and School Police Officer.

Ms. Booker also shared with the Commission that the Personnel Commission team will be conducting a Virtual Interview Workshop on June 23, 2022, from 5:00 p.m. to 6:00 p.m. This will be a workshop on how Personnel Commission conducts interviews and will provide visitors with tips and tricks. Staff created QR code for registration purposes. Information was shared during recent job fairs, internal and external employment bulletins, PC's Facebook Page, EdJoin, District's daily What's Happening and Parent Portal, CSEA Newsletter, and Chamber of Commerce. Ms. Dixon suggested to partner with Valley and Crafton College for career day. Ms. Booker will find out more information. Ms. Dixon requested for the future to do another application workshop.

2. **Reclassification Update:**

Ms. Irma Garcia provided the Commission with an update on reclassification applications received. Account Clerk I's reclassification recommendation was considered and approved during tonight's meeting. Computer Specialist I was considered and approved during the April's meeting. The other reclassification applications are a working progress. These includes Purchasing Clerks and Senior Purchasing Clerks, Instructional Assistant (Special Day Class), and Payroll Supervisor. These are a work in progress. Ms. Irma Garcia also shared that there are some job descriptions that have become obsolete and no longer have been in use. Will be working with CSEA and the District to remove them. Ms. Dixon suggested to consider hiring a temporary person to assist with obsolete classifications. Ms. Irma Garcia will look into obtaining temporary assistance.

G. DISCUSSION:

The next Personnel Commission meeting will be held in person on July 14, 2022, 5:30 p.m., at 1525 W. Highland Ave., San Bernardino, CA 92411.

H. COMMENTS FROM PERSONNEL COMMISSIONERS:

No comments

I. ADJOURNMENT:

The Commission adjourned the meeting at 6:49 p.m.

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